



## Social Networks—Do's and Don'ts

- Only establish and maintain connections with people you know and trust. Review your connections often.
- Assume that ANYONE can see any information about your activities, personal life, or professional life that you post and share.
- Ensure that your family and friends take similar precautions with their accounts; their privacy and sharing settings can expose your personal data.
- Avoid posting or tagging images of you and your family that clearly show your face.
- Select pictures taken at a distance, at an angle, or otherwise concealed. Never post smartphone photos and don't use your face as a profile photo. Instead, use avatars.
- Use secure browser settings when possible and monitor your browsing history to ensure that you recognize all access points.

## Managing Your Twitter Account

Twitter is a social networking and microblogging site whose users send and receive text-based posts online. As of October 2014, the site has approximately 271 million daily active users, generating 500 million Tweets and 2.1 billion search queries daily.

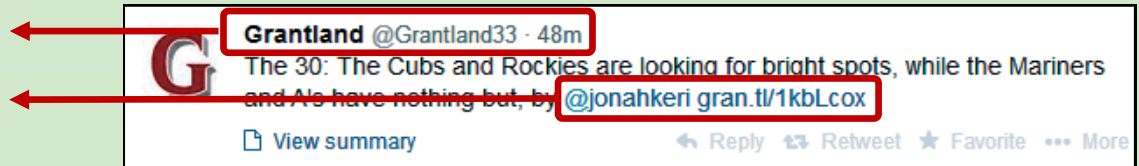
**Following** are people you subscribe to; **Followers** subscribe to your tweets; **Private Tweets** will only be visible to followers you approve



## Tweets

“Tweets” are short text-based messages - up to 140 characters - that users post to Twitter. “Tweet” can refer to a post as well or to act of posting to Twitter. Tweets are public, indexed, and searchable unless protected by the user. Many users never Tweet, choosing only to follow persons or topics of interest.

**Mentions (@username)** are used to tag a user in a Twitter update. When a public user mentions a private Twitter account, the link to the private account profile becomes public.



**Hashtags (#topic)** are used to mark a keyword or topic in a Tweet. Posts that include a hashtag are categorized by topics in the Twitter search engine. Hashtagged words that become popular are *Trending Topics* (ex. #jan25, #egypt, #sxsx).

## Profile Settings

Apply the **Profile** settings shown below to ensure that your information is visible only to people of your choosing.



## Twitter Best Practices

- Avoid using hashtags (#) in updates to prevent Twitter Search from indexing and associating your tweet with a topic.
- *Tweet responsibly.* Do not provide personal details regarding your whereabouts or activities in your post.
- Do **NOT** upload personal photos or websites.
- Do **NOT** allow Twitter to use your location on mobile devices.
- Change your Twitter **username** frequently to limit your account exposure.



# Twitter Smart Card

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## Account Settings

Apply the **Account** settings shown below to ensure that your information is shared in a limited fashion.

**Account**  
Change your basic account and language settings.

Username:  **Change every ~6 months**

Email:  **Review your posted information regularly**

Language:

Time zone:

**Content**

Country:

Tweet media: ☐ Do not inform me before showing media that may be sensitive. You will see all photos or videos even if they contain sensitive media.

☐ Mark media I tweet as containing material that may be sensitive. Please check this box if your Tweets contain sensitive information that can be informed prior to viewing.

Your Twitter archive:  **Deactivate (optional)**

## Security & Privacy Settings

Apply the **Security and Privacy** settings shown below to protect and reduce the visibility of your personal information.

**Security and privacy**  
Change your security and privacy settings.

**Security**

Login verification: ☐ Don't verify login requests  
☒ Send login verification requests to my phone. You need to add a phone to your Twitter account to enable this feature on the web.  
☐ Send login verification requests to the Twitter app. Approve requests with one tap when you enroll in login verification on Twitter for iPhone or Twitter for Android. Learn more.

Password reset: ☒ Require personal information to reset my password. By default, you can initiate a password reset by entering only your @username. If you check this box, you will be prompted to enter your email address or phone number if you forget your password.

**Privacy**

Photo tagging: ☐ Allow anyone to tag me in photos  
☒ Only allow people I follow to tag me in photos  
☐ Do not allow anyone to tag me in photos

Tweet privacy: ☒ Protect my Tweets. If selected, only those you approve will receive your Tweets. Your future Tweets will not be available publicly. Tweets posted previously may still be publicly visible in some places. Learn more.

Tweet location: ☐ Add a location to my Tweets. When you tweet with a location, Twitter stores that location. You can switch location on/off before each Tweet. Learn more.  
 **Do NOT add locations to your Tweets**

Discoverability: ☐ Let others find me by my email address **Do NOT allow others to find your account using your email.**

Personalization: ☐ Tailor Twitter based on my recent website visits. Preview suggestions tailored for you (not currently available to all users). Learn more about how this works and your additional privacy controls.

Promoted content: ☐ Tailor ads based on information shared by ad partners. This lets Twitter display ads about things you've already shown interest in. **Do NOT allow Twitter to use third-party data to tailor your experience.**

## Deactivating / Deleting Your Twitter Account

To deactivate your account, go to **Settings**, and select **Account**. At the bottom of the page, click "**Deactivate my account**." After deactivation, the user can reactivate the account within **30 days**.

## Notification & Application Settings

Maintain a small digital footprint by minimizing the number of notifications. Revoke access to unnecessary third applications.

**Activity related to you and your Tweets**

Email me when: ☒ My Tweets are marked as favorites.  **Check and set to "By anyone"**

☒ Tweets I'm mentioned in are marked as favorites.

☒ My Tweets are retweeted.  **Note: Private Tweets cannot be re-Tweeted**

☒ Tweets I'm mentioned in are retweeted.

☒ My Tweets get a reply or I'm mentioned in a Tweet.

☒ I'm followed by someone new

☐ I'm sent a direct message

☐ Someone shares a Tweet with me

☐ Someone from my address book joins Twitter

**Updates from Twitter**

Email me with: ☒ News about Twitter product and feature updates  
☐ Participation in Twitter research surveys  
☐ Suggestions about people I may know on Twitter  
☐ Suggestions based on my recent follows

**Applications**  
These are the apps that can access your Twitter account. [Learn more.](#)

☒ Photos on iOS by Apple® [Learn how to revoke an iOS app.](#)

☒ iOS by Apple® iOS 5 Twitter integration read and write access Approved: Sunday, March 11, 2012 9:56:33 PM  **Block unknown or unwanted 3rd party applications from accessing your account**

## Useful Links

A Parent's Guide to Internet Safety  
 Privacy Rights Clearinghouse  
 Microsoft Safety and Security  
 Online Guardian

[www.fbi.gov/stats-services/publications/parent-guide](http://www.fbi.gov/stats-services/publications/parent-guide)  
[www.privacyrights.org/fs/fs18-cyb.htm](http://www.privacyrights.org/fs/fs18-cyb.htm)  
[www.microsoft.com/security/online-privacy/social-network](http://www.microsoft.com/security/online-privacy/social-network)  
[www.onguardonline.gov/topics/social-networking-sites.aspx](http://www.onguardonline.gov/topics/social-networking-sites.aspx)